

SECRET

**AGENDA**  
**OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE**  
**4 May 1983 - 1430 Hours**



25X1

Opening Remarks

**PRESENTER**

Daniel C. King, D/L

Objectives

Conduct a Comprehensive Review of Personnel Management Functions



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Provide a System for More Timely and Efficient  
Response to Space Requirements (CADS)

Implement the Digital Prepress System

Continue to Work with GSA for Improved Service

Construct 50,000 NET Square Feet of Space



25X1

Improve Responsiveness to Politically Sensitive Requirements for  
Goods and Services

Provide Support to SAFE, Phase II

Closing Remarks

Daniel C. King

### FY 83 Directorate-Level Objectives

- ✓ - Consolidate Agency Metropolitan Washington Area Activities in the Headquarters Compound
- ✓ - Conduct a Comprehensive Review of Personnel Management Functions
  - Develop and Implement a Logistics Integrated Management System (LIMS)
- ✓ - Develop Policy and Resolve Key Issues Affecting Acquisition
- ✓ - ~~Establish Procedures to Execute Payments in Accordance with PL 97-177, Prompt Pay Act~~
- ✓ - Provide Support to SAFE, Phase II
- ✓ - Provide a System for More Timely and Efficient Response to Space Requirements
- ✓ - Improve the Physical Environment and the Quality of Food and Service in the Executive Dining Room
- ✓ - Implement the Digital Prepress System
- ✓ - Conduct a Pilot Quality Circle Program
- ✓ - Improve Responsiveness to Politically Sensitive Requirements for Goods and Services
- ✓ - Construct 50,000 net Square Feet of Space 25X125X1
- ✓ - Continue to Work Closely with GSA to Improve Service to the Agency25X1
- ~~Design Methods for Improving Responsiveness to Furniture Requirements~~
- ✓ - Provide Management Information on the Upgrade 25X1

Office : OL/P&TS  
 Objective Statement : Comprehensive Review of Personnel Management  
 Responsible Officer :   
 Significant Funding Amount: \$ \_\_\_\_\_ FY 1983  
 Quarter Ending : 31 March 1983

O — Scheduled  
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<b>RECRUITMENT</b>												
Identify sources of minority applicants of interest to OL and methods to recruit these individuals.											O	
Utilize outcome of preceding objective in current recruitment effort.											O	
<b>PERSONNEL EVALUATION</b>												
Review OL personnel evaluation criteria and revise as appropriate.												O
<b>COMMUNICATIONS</b>												
1. Develop content of and procedures for interviews with new ML careerists.										O		
Initiate interview program.											O	
2. Develop concept of a quarterly newsletter on personnel topics for OL employees.											O	
Publish first issue of the newsletter.												O

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Office : OL/P&TS  
Objective Statement : Comprehensive Review of Personnel Management  
Responsible Officer :   
Significant Funding Amount: \$  FY 1983  
Quarter Ending : 31 March 1983

○ — Scheduled  
X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<b>CAREER DEVELOPMENT</b>												
Establish a Logistics Professional Development Program for all OL entrants:												
1. Canvass OL division and staff chiefs on training required in each specialty.		OX										
2. Design a training program to cover all OL components with emphasis on the specialty to which the entrant will be assigned.							O	-----	-----	-----	O	
3. Implement the program.									O	-----	-----	O

Office : OL/RECD  
 Objective Statement : Provide a training facility  
 Responsible Officer :  
 Significant Funding Amount: FY 83  
 Quarter Ending : 31 March 1983

O — Scheduled  
 X — Actual

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 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Start Construction	OX											
Beneficial Occupancy										O		

Office : OL/LSD  
 Objective Statement : Provide a system for more timely and efficient response  
 to user requirements  
 Responsible Officer :   
 Significant Funding Amount: \$  FY 1983  
 Quarter Ending : 31 March 1983

O — Scheduled  
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
In conjunction with ODP and OL/RECD/HEB, refine requirements for acquiring a Computer-Assisted Design & Drafting System					X	-----				O		
Establish requirements for a Request for Proposal (RFP)					X	-----					O	

Office : DDA/OL/P&PD  
 Objective Statement : Implementation of P&PD Digital Prepress System  
 (3-Year Project)  
 Responsible Officer :   
 Significant Funding Amount :  FY1983  
 Quarter Ending : 31 March 1983

O — Scheduled  
 X — Actual

25X1  
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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Initial testing, operation, and evaluation of the EOCOM laser platemaker.	O	-----	-----	-----	-----	X						
2. Order Black and White Electronic Camera.	X											
3. Installation, testing, and Evaluation of Black and White Electronic Camera.		X										
4. Order and install CAMEX "testbed" pagination system.			O	-----	-----	-----	-----	-----	O			
5. Prepare detailed specification for Interactive Area Composition and File Management System (IACFM).			X									
6. Visit vendors of page makeup systems to evaluate their performance in producing benchmark samples of typical publications.				X								
7. Prepare a final report on CAMEX testbed pagination system.					O	-----	-----	-----	O			

Office : DDA/OL/P&PD  
 Objective Statement : Implementation of P&PD Digital Prepress System  
 (3-Year Project)  
 Responsible Officer :   
 Significant Funding Amount:  FY1983  
 Quarter Ending : 31 March 1983

O — Scheduled  
 X — Actual

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
8. Based on detailed specifications for IACFM and on results of pagination system testbed, conduct a market survey of available equipment and prepare a final report with recommendations.						X						
9. Based on results of items 5-7, either: a. Prepare and release a Request for Proposal (RFP) for an IACFM b. Order recommended IACFM							O				O	
10. Investigate color scanners for inclusion in Digital Prepress System and other P&PD color printing applications.						X						
11. Order Color Scanner.							O					



Office : OL/RECD  
 Objective Statement : Continue to Work with GSA for Improved Services  
 Responsible Officer :   
 Significant Funding Amount:   
 Quarter Ending : 31 March 1983

O — Scheduled  
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Either by Delegation of Leasing Authority from GSA or by use of DCI Authority, obtain the following new space for Agency purposes:												
Lease and renovate <input type="text"/>												
Begin Renovation			OX									
Complete Renovations and Occupy Building					O	-----	OX					
Lease and renovate <input type="text"/>												
Complete requirements drawings and submit to Lessor						OX						
Lessor preparation of contract drawings and submission of cost proposal									O			
Review of Government and Lessor cost determinations and negotiation of construction cost agreement										O		
Complete renovation and occupy building										O	-----	*
* Anticipated occupancy <input type="text"/> is November-December, 1983												

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Office : OL/RECD  
 Objective Statement : Continue to Work with GSA for Improved Services  
 Responsible Officer :   
 Significant Funding Amount:   
 Quarter Ending : 31 March 1983

O — Scheduled  
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Investigate improved power plant reliability at Headquarters.												
Utilities reliability study and resource requirements—power plant												
Perform Study	OX	-----		O								
Brief DDA and Staff					O	X						
Brief GSA Staff						O	- - O					
Determine future responsibility for Maintenance & Operation												

Office : OL/LSD and OL/RECD  
 Objective Statement : To work closely with GSA to improve service to the Agency and obtain independent authority for the Agency to lease, acquire, or construct real property.  
 Responsible Officer :   
 Significant Funding Amount: \$  FY 1983  
 Quarter Ending : 31 March 1983

O — Scheduled  
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
• Meet regularly with project control officer from the Office of the Administrator, GSA.		X		X			O		O		O	
• Perform monthly "Walk-Abouts" with DDA.	X	X	X	X	X	X	O	O	O	O	O	O
• Coordinate action items with GSA Buildings Manager.	X	X	X	X	X	X	O	O	O	O	O	O
• Provide project support officers to outlying buildings to identify problems, evaluate GSA performance and coordinate actions.	X											
• Work with GSA Region III to develop a prospectus <input type="text"/>							O					

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Office : RECD/OL and LD/SG/NPIC  
 Objective Statement : Construct 120,000 NET SQ. FT.   
 Responsible Officer :   
 Significant Funding Amount:  FY 82 & 83  
 Quarter Ending : 31 March 1983

O — Scheduled  
 X — Actual

25X1  
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<b>CONSTRUCTION PROJECT MILESTONES</b>												
COMPLETE 3rd FLR <input type="text"/>	OX											
AWARD OPTION 1—INTERIOR FINISH FLRS 1-3		OX										
AWARD OPTION 2—CONSTRUCT FLRS 4-6		OX										
AWARD <input type="text"/> CONSTRUCTION			OX									
<b>CONSTRUCTION SCHEDULE</b>												
RESOLVE FOUNDATION PROBLEM												
- DIRECT GEN CON TO MODIFY PILINGS				OX								
REVISE CPM NETWORK					O		X					
TOP OUT 6 STORY STRUCTURE (TBR)											O	
STRUCTURE CLOSED TO WEATHER (TBR)												O
<b>TENTATIVE REVISION OF BOD</b>												
FLR 1 & 2 BOD 1 MAR '84												
FLR 3 BOD 10 MAY '84												
FLR 4 BOD 10 MAY '84												
FLR 5 & 6 BOD 1 OCT '84												

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<div> <div></div> <div>ADDITION</div> </div> <b>COMPARATIVE CONSTRUCTION SCHEDULES</b>																			
1983										1984									
1st Qtr				2nd Qtr				3rd Qtr				4th Qtr				1st Qtr			
J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A
									*			1, 2, 3 Flrs							
ORIGINAL CONTRACT																		4, 5, 6 Flrs	
DELAYED SCHEDULE <sup>(1)</sup> 5 MONTHS SLIP										*					1, 2, 3 Flrs				4, 5, 6
REVISED SCHEDULE TBR <sup>(2)</sup>										*			1, 2 Flrs		3, 4 Flrs			5, 6 Flrs	

<sup>(1)</sup> EXCUSABLE DELAY DUE TO CHANGED SITE CONDITIONS. 3 WEEKS FOR SEWER PROBLEMS, 4 1/4 MONTHS FOR FOUNDATION PROBLEMS.

<sup>(2)</sup> INCLUDES   ON 3rd FLOOR AND ACCELERATION EFFORT DURING CONCRETE STRUCTURE STAGE.

\* CRITICAL DATE TO BE "CLOSED-TO-WEATHER" OR SLIP ADDITIONAL MONTHS.

RLH 4/13/83

ADDITION

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**CONSTRUCTION PROGRESS**

- AS OF 10 APRIL - ALL 1st FLOOR COLUMNS POURED
  - 25% OF 2nd FLR SLAB POURED
  - EXPECT 2nd FLR COMPLETION BY 25 APRIL '83
  - EXPECT SUBSEQUENT FLOORS EVERY 20 DAYS
- CONTRACTOR IS CORRECTING REVISED CPM, DUE BY 18-22 APRIL '83
  - ESTABLISH AMOUNT OF DELAY AND ACCELERATION COSTS FOR AN OCT '84 CONTRACT COMPLETION
- MINOR ACCELERATION COSTS  HAVE BEEN INCURRED TO ASSURE WEATHER CLOSURE BY NOVEMBER 1983

25X1

RLH 4/13/83

Office : Procurement Division, OL  
Objective Statement : Improve Responsiveness to Requirements for Goods and Services  
that are Politically Sensitive  
Responsible Officer :   
Significant Funding Amount: \$  FY 1983  
Quarter Ending : 31 March 1983

O — Scheduled  
X — Actual

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Office : OL/LSD and OL/RECD  
 Objective Statement : Provide support to SAFE, Phase II  
 Responsible Officer :   
 Significant Funding Amount:  FY 83  
 Quarter Ending : 31 March 1983

O — Scheduled  
 X — Actual

25X1  
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. Renovate space and relocate personnel and equipment (LSD)												
a. Complete drawings to relocate the Map Library.		OX										
b. Complete backfill of space allocation to the DCI area, DDO, DDA and DDS&T.			OX									
c. Free up space for Phase II.					O -	- X						
II. Complete modifications of space (RECD).												
a. Complete Phase II Design		O -	- X									
b. Award Phase II Construction.					O -	- X						
c. Complete Phase II Construction.											O -	- X



Office : OL/RECD/HEB  
 Objective Statement : Site Construction, Phase II, Project SAFE  
 Responsible Officer :   
 Significant Funding Amount:  FY 83  
 Quarter Ending : 31 March 1983

O — Scheduled  
 X — Actual

25X1  
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Advertise Contract			OX									
2. Open Bids				O								
3. Award Contract					O	X						
4. Site Construction							O	- - - - -	- - - - -	- - - - -	- - - - -	- - - - -
5. Receive and Install UPS										O	- - - - -	- - - - -